

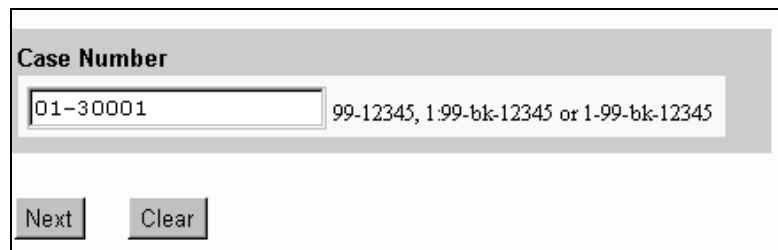
# TRUSTEE/U. S. TRUSTEE

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The Trustee/U. S. Trustee hypertext link contains various documents which the Trustee or U. S. Trustee, specifically, submits to/files with the court. These documents are usually reports, which are the result of §341 meetings of creditors, sales/auctions of property, final reports, etc. This link/menu option is in addition to the other links, which contain documents that the trustee may have occasion to file and not meant to replace all other links/menu options. An addition to the menu is the “*Trustee’s 341 Filings*”, to aid the trustee in the efficient resolution of his cases. This option is explained in greater detail by clicking on **Trustee’s 341 Filings** hypertext link from the Bankruptcy Events menu. The following instruction will guide you through the ECF system for Trustee/U. S. Trustee documents.

**STEP 1** Select **Bankruptcy** from the Main Menu, then click on **Trustee/U.S. Trustee** hypertext link from the Bankruptcy Events menu.

**STEP 2** The **Case Number** screen appears.



- ♦ Enter a case number, making sure to insert a dash between year and case number.
- ♦ Click on **Next** to continue, or **Clear** to re-enter.

**STEP 3** The **Party Filer** screen appears.



- ♦ **Select the Party** filing the document by clicking on the down arrow to the right of the box to scroll through the list.

- ♦ If the name of party you're searching for appears, click on the name, click on **Next** and then proceed to **Step 6**.
- ♦ If the name of party does not appear, click on **Add/Create New Party** hypertext link and proceed to **Step 4**.

**STEP 4** The **Search for a party** screen appears.

The screenshot shows the 'Search for a party' interface. At the top, there's a header with the 'ECF' logo and tabs for 'Bankruptcy' and 'Adversary'. Below the header, the title 'Search for a party' is displayed. The form contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. At the bottom of the form are two buttons: 'Search' and 'Clear'.

**There are three ways that the search for a party may be accomplished:**

1. Enter the Social Security Number of the Individual (making sure to use dashes)
  2. Enter the Tax Id of the Partnership or Corporation (making sure to use dashes)
  3. Using upper and lower case characters, enter at least first letter (and up to 10) of the party's last name (or business name), then click on **Search**.
- ♦ If name is found, highlight it and click **Select name from list**.

This screenshot shows the same 'Search for a party' interface, but now it displays search results. Below the input fields and buttons, there is a section titled 'Party search results' which contains a list box with the following names: 'Bradley, Caroline C.', 'Bradley, Edgar S.', 'Bradley, Muffin', and 'Bradley, Spike E.'. At the bottom of the screen, there are two buttons: 'Select name from list' and 'Create new party'.

- ♦ The **Party Information** screen appears, verify information.

- ♦ Click on drop box for “**Select the party role in this filing**”, then select appropriate party role, (i.e., Trustee).
- ♦ Click on **Submit** to continue, **Cancel** to restart the entry or **Clear** to clear information entered on the screen.

**STEP 5** The **Select the Filer** screen appears with your party highlighted.

- Click on **Next** to continue.
- If, in selecting the party, you indicated that the trustee had an attorney, and the association has not been made between the attorney and the party filer, the following screen appears.

**ECF** Bankruptcy • Ad

**Trustee action:**  
01-30001-DOT Robert K. Erpelding

The following attorney/party associations do not exist for this case.  
 Please check which associations should be created for this case:

☐ Bradley, Caroline(pty.db) represented by Lowe, Debbie (aty)

Next Clear

- To create the association, follow the directions on the screen and check the box beside the association to be created for this case.
- Click on **Next** to continue.

**STEP 6** The **Select the Event Type** screen appears.

**ECF** Bankruptcy • Adversary • Query •

**Trustee action:**  
01-30001-DOT Robert K. Erpelding

Application to Close Case and Discharge Trustee  
 Appointment  
 Appointment of Chapter 11 Trustee  
 Appointment of Examiner  
 Appointment of Trustee  
 Appointment of Unsecured Creditors Committee  
 Bond

Next Clear

- Screen prompts for selection of document being filed.
- Using scroll bar to right of box, highlight type of document being filed.
- If more than one type of document being filed, click on one document while holding down on the **Ctrl** key on your keyboard and click on each additional type of document.
- Click on **Next** to proceed **or Clear** to repeat process.

**STEP 7**      **Select the PDF File Name** screen appears.

**ECF** Bankruptcy • Adversary Proceeding

**Trustee action:**  
01-30001-DOT Robert K. Erpelding

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Browse...**

**Attachments to Document:** ☒ No ☐ Yes

**Next** **Clear**

- Enter file name in blank box, being sure to include the **.pdf** suffix, or
- Click on **Browse** to navigate to the appropriate directory and file.
- Change **Files of type**: to Acrobat [\*.pdf] or All Files.
- Change **Look in**: to the appropriate drive where the document is located.

**File Upload**

Look in: 3 1/2 Floppy (A:)

341.PDF, apncover.pdf, ch13plan.PDF, claim.PDF, complaint.PDF, CONFIRM.PDF, cover sheet and complaint.PDF, creditor.txt, divvenue.PDF, garnproc.doc, garnproc.PDF, Graham.PDF, indcor, motio, Motre, ntc.PD, ntchrc, ntchrc

File name: divvenue.PDF **Open**

Files of type: All Files (\*.\*) **Cancel**

**Attachments to Document:** ☒ No ☐ Yes

**Next** **Clear**

- Click on the appropriate file name, then click on **Open**.

**If there are no attachments to document:**

- Click on **Next** and proceed to **Step 9**.

**If there are attachments to document, e.g. an exhibit, appendix, etc.:**

- Click on the radio button next to **Yes**, then click on **Next**.

**STEP 8** **Select one or more attachments** screen appears. All exhibits must be attached at this screen:

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

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2) At your option, select a document type and/or enter a description.


**Type** **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.


C:\My Documents\Partirich.PDF

- First select the filename of your attachment by using **Browse**.
- Click on the arrow next to **Type** and click on type of attachment.
- Click in **Description** box and type in any additional description.
- Click on **Add to List**.
- Continue to *Add Attachments* using the above steps as necessary.
- Once all attachments have been added, click on **Next**.

**STEP 9** A **Related Document Information** screen appears to enable you to relate the entry to a previous entry, if applicable, by clicking the check box.



[Bankruptcy](#)
[Adversary](#)
[Query](#)
[Reports](#)
[Utilities](#)
[Logout](#)



**Trustee action:**

[01-30001-DOT Robert K. Erpelding](#)

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

[Next](#)
[Clear](#)

- If the pleading being filed is an amendment of a previous pleading, relate to the previous pleading.
- Click on **Next** to continue.

**STEP 10** The **Category of Documents** screen appear.

**Trustee action:**  
01-30001-DOT Robert K. Erpelding

Please select the category of documents to which your document refers.

ans  
answer  
appeal  
claims  
cmp  
misc  
motion  
notice  
order  
plan  
summon  
trustee

Next Clear

- Scroll to view types of existing documents.
- Click to select type(s) of document(s) to which yours relates.
- To specify more than one document type, hold down on **Ctrl** key on your keyboard as you click on additional types.
- Click on **Next**.

**STEP 11** **Selection of Related Docket Events** screen appears.

**ECF** Bankruptcy • Adversary • Query •

**Trustee action:**  
01-30001-DOT Robert K. Erpelding

Include	Date	#	Docket Text
<input type="checkbox"/>	01/03/2001	1	Voluntary Petition under Chapter 7 filed by Attorney Tran . Tran, Attorney)

Next Clear

- Select each document to which current document relates, by clicking the box.
- Click on **Next** to continue.

**STEP 12**      **Docket Text: Modify as Appropriate** screen appears.

Trustee action: **99-60055 Kathryn Coffman Prout**

Docket Text: Modify as Appropriate.

Next Clear

**Prefix Box**      **Text Box**

**To add a prefix to docket text:**

- Click on the down arrow to right of first box.
- Select correct modifier.

**To add additional text:**

- Click in the blank box.
- Type in any additional description of motion/application.
- Click on **Next** to continue

**STEP 13**      **Docket Text: Final Text** screen appears.

Trustee action: **99-60055 Kathryn Coffman Prout**

Docket Text: Final Text

Trustee Interim Report Filed by Debbie Lowe on behalf of Keith L. Phillips. (Attachments: # (1) Exhibit)(Lowe, Debbie)

WARNING!! SUBMITTING THIS SCREEN COMMITS THIS TRANSACTION. YOU WILL HAVE NO FURTHER OPPORTUNITY TO MODIFY THIS SUBMISSION IF YOU CONTINUE.

Next Clear

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.



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## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation of system receiving the entry and the entry now is an official court document. Scroll down to view entire receipt.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Trustee action:**  
01-30001-DOT Robert K. Erpelding

Notice of Electronic Filing

The following transaction was received from Lowe, Debbie on 1/25/2001 at 4:47 PM

**Case Name:** Robert K. Erpelding and Caroline C. Bradley  
**Case Number:** 01-30001-DOT  
**Document Number:** 2

**Docket Text:**  
Motion to Dismiss Case Filed by Debbie Lowe on behalf of Caroline C. Bradley. (Lowe, Debbie)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** R./debbie/order.pdf  
**Electronic document Stamp:**  
KeyFile (app01/BKECF/live/server/server/.support/Keys/VAEB.key) is not available for this court.

**01-30001-DOT Notice will be electronically mailed to:**

**01-30001-DOT Notice will not be electronically mailed to:**

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Document Description:
- Original filename (*pdf*):
- Electronic document Stamp:
- Names of parties to whom electronic notification will be made
- Names of parties to whom no electronic notification will be made

### Print receipt

- Click on **File** at top of Netscape screen.
- Select **Print Frame OR**
- Click on the Printer Icon at the top of the page.

*[Note: It is highly recommended that copies of receipts be maintained for your records]*